

Thurman J. White Forum Building

Policies and Procedures for Registered Student Organizations and University Departments

SPACE RESERVATION COSTS

Interior and exterior space adjacent to the Thurman J White Forum Building shall be reserved through the Forum Reservations Office and is assigned in the order requests are received. Events hosted by registered student organizations (RSO) and University departments where more than 50% of the anticipated audience is OU students, faculty, or staff, may reserve rooms at no charge. External events will be charged at the appropriate rate.

The Forum reserves the right to move any reservation to another space; however, every effort will be made to provide comparable space and services.

ADVANCED RESERVATION PROCEDURES

The deadline for submitting any reservation is three full working days prior to the event (e.g. If an event is planned for Monday, the request needs to be submitted no later than 5:00 PM the Wednesday before). Details on how to reserve space are listed below:

- University Departments and Non-University groups may request for space up to 2 years in advance. Requests for future reservations may be submitted immediately following the conclusion of the event during the current year.
 - Reservations scheduled more than one year in advance may not be guaranteed set pricing, including rooms, equipment, and staffing fees. The fee schedule is subject to change each fiscal year and will be set on the date one year prior to scheduled event.
 - Reservation requests more than 2 years in advance will require approval from the Forum and Conference Services Director
 - Reservations may be made through the Forum Virtual Booking website or by contacting Forum Reservations at forum@ou.edu or 405-325-3603
- Registered Student Organizations may request reservations for the Fall Semester beginning April 15 and for the Spring and Summer Semesters beginning on November 15.
 - Reservations should be made through the Forum Virtual Booking website or by contacting Forum Reservations at forum@ou.edu or 405-325-3603
- Registered Student Organizations may request recurring space up to 30 days in advance for a maximum of 4 hours each. Recurring space is limited to seminar rooms only. Other rooms are not eligible for recurring reservations unless approved by the Forum Reservations Office.
 - Reservations should be made by contacting the Forum Reservation office at forum@ou.edu or 405-325-3603

ROOM EQUIPMENT AND SETUP ARRANGEMENTS

The Forum provides dry-erase boards, standing lecterns, podiums, and easels complimentary. A/V packages, microphones, and additional equipment available for rent through the Forum. No outside equipment unless authorized by the Forum Reservations Office. Setup and equipment needs should be requested at least three full working days prior to the event. Price quotations for technical fees and/or audio-visual equipment given more than three months in advance are subject to change.

ROOM CONDITIONS AND TIMES AVAILABLE

Meeting rooms will be available approximately one-half hour before the scheduled event. The condition of all rooms in the Forum is checked before and after each event. Furniture in any of the rooms should not be removed or rearranged. Any adjustments in room arrangements should be made through the Forum Assistance Line by calling (405) 845-2168.

University Departments and Student Organizations using the space are held responsible for leaving the room in the same condition in which it was found. Student organizations and University departments may not sponsor outside groups, contractors, vendors, or organizations.

FRONTING

Registered student organizations, or University departments may not serve as “fronts” for other groups in order to obtain free or reduced rates on meeting spaces for any outside organization or off-campus user. An external event is one in which over 50% of event attendees is comprised of off-campus people having no affiliation with the University. If fronting is discovered, external event rental rates will apply.

Forum & Conference Services will make the final determination as to the internal vs. external event status for purposes of room rates.

ACADEMIC CLASSES

Regular academic classes may not be held in the Thurman J. White Forum Building on the basis that the university assigns classroom space in designated classroom buildings for regularly scheduled classes; Forum facilities are reserved for gatherings which are not scheduled as regular class activities. Special permission has been granted for OU Extended Campus to rent space for EC-PACS programmatic courses at a negotiated rate.

BUILDING POLICIES

All decorations must adhere to Forum & Conference Services and University of Oklahoma decorating policies found at http://www.ou.edu/risk/fire_marshall/decor. It is the intent of these policies to protect our customers by adhering to fire safety regulations. All decorations must be pre-approved by the Forum Reservation Office. Prohibited decorations/materials may not be used in interior or exterior spaces unless otherwise noted.

- All tables for dining must be covered with table linens or plastic table covering.
- All caterers must remove all food and supplies from the building promptly after the end of the event.
- Activities are confined to the room(s) reserved/rented by a group.
- The use of flammable materials, such as straw, hay and evergreens is prohibited.
- No torches or lanterns are allowed on Forum premises, including exterior space.
- No crepe paper, tissue paper, paper ribbon, glitter or confetti can be used.
- Lighting devices using open flame, such as tiki lamps, oil lamps and torches are not allowed.
- Anything in an aerosol can is prohibited (Example: spray glue, spray paint, etc.)
- Fog machines/hazers are prohibited.
- Banners, posters, or other materials can only be attached using masking tape, blue painter’s tape, or 3M Command Strips. The use of any other tape, nails, staples or tacks is strictly prohibited. Any damages to the building surfaces will result in a damage fee.
- No permanent markers are allowed in any rooms. Dry erase markers will be provided for all whiteboards in rooms.

- Furniture or equipment in the Forum shall not be removed from the building.
- University shall not be responsible for any goods and materials brought in by event planners or outside contractors that are damaged or stolen while in the Forum Building.

Any violation of the above rules will result in a damage charge and/or loss of reservation privileges.

FORUM ROOM TECHNICIAN

A Forum & Conference Services A/V Technician is required during all times the Forum Room is in use. An hourly fee will be charged for the technician.

CATERING

- Beverages
 - Arrangements for all beverages should be made through the Forum Reservation Office at least three working days prior to event. All beverages must be purchased through the Forum unless approval has been given through the Forum Reservation Office.
- Food
 - You can use any caterer for food service in the Forum Building

STATE AND FEDERAL TAXES

State and federal taxes will be charged when applicable

ALCOHOL SERVICE

Alcoholic beverages may be served only by a licensed liquor handler. The serving of alcoholic beverages must comply with Oklahoma State Statutes. Alcoholic beverages will not be served to individuals under the age of 21.

1. No alcoholic beverages may be brought into the Forum Building by the Organization or guests under any circumstances.
2. Serving alcoholic beverages will be terminated no later than forty-five (45) minutes prior to the conclusion of an event.
3. Neither the Organization, nor their guests will be allowed to take alcoholic beverages outside of the space rented for the event, including restrooms and spaces rented by other Organizations
4. Under no circumstances shall alcoholic beverages be permitted in outdoor spaces.

All campus-affiliated student organizations and all students who are currently enrolled at the University of Oklahoma or are pre-enrolled for subsequent semesters and have attended the institution for at least one semester in the current or past academic year are responsible for following applicable federal, state and local laws, the Student Rights and Responsibilities Code, and the Student Alcohol Policy. The Forum reserves the right, at its sole discretion, to require a security guard for which Organization would be liable for the charges.

SPECIAL SERVICE CHARGES

Special service charges will apply in the event the reserved space requires an extra clean up, non-customary setup, or if the facility is damaged in any way. Charges will be assessed for excessive litter, and unusual cleanup caused by decorations and/or literature. Tape, nails or tacks cannot be put on any surface of the Forum building. Any damage to any surface will result in a damage fee.

OVERTIME

A charge of \$75.00 per hour will be applied to any reservation requiring the Forum to remain open after 12:01am.

PAYMENT OF SERVICE

Payment is due within 30 days of receipt of invoice, except when organization is an agency of the State of Oklahoma, then payment is due within 45 days of receipt of invoice.

CANCELLATION AND NO-SHOW POLICY

Cancellations must be submitted to the Forum in writing at forum@ou.edu.

University departments and RSO sponsored external events will incur the following cancellation fees:

1. All fees will be waived if cancellations are received more than thirty (30) days prior to the scheduled event.
2. If cancellations are received between thirty (30) and ten (10) days prior to the scheduled event, a cancellation fee equal to all the direct costs incurred up to that time and fifty percent (50%) of the total room rental fees.
3. The full rental fee and all direct costs incurred up to that time will be charged for events that are cancelled less than ten (10) days prior to the scheduled event.
4. A confirmed event may be rescheduled once without penalty. Any subsequent change in the date of an event will result in a penalty of fifty percent (50%) of the total fees.

For groups holding a no-fee reservation on space, cancellations must be submitted in writing to forum@ou.edu a minimum of 72 hours prior to the start of the reservation start time. In the absence of such notification, the organization or department will incur a “no-show”. Reserved space is considered abandoned after 30 minutes have passed from the scheduled start of the reservation and will result in a “no-show”.

- A warning is issued to a registered student organization or University department upon the first no-show in a rolling one-year period and will be documented in the group’s account
- A second no-show violation will result in suspension of the group’s privileges to reserve space in the Forum Building.

FCS reserves the right to cancel an event due to inclement weather. An event cancelled due to inclement weather conditions will not incur any charges.

PARKING

Access to the Forum Parking Lot is available 24 hours a day, seven days a week. During the hours of 7:30am to 9pm Monday through Friday, payment must be made at one of the two Pay Stations in the Forum Parking Lot. There is no charge for parking at all other times. The Forum Reservations Office will work with OU Parking & Transportation Services to accommodate client parking needs including facilitating daily parking codes and full parking lot passes.

LIABILITY

The sponsor or advisor shall be responsible for the activities and actions of their guests and agents. The sponsoring group is responsible for any and all damages that occur to the space during the time it is reserved by the RSO or University Department. The Forum reserves the right to inspect and control all functions. The Forum will not assume responsibility for the damage to, or loss of, any merchandise or personal property.

Activities taking place in the Forum may not include unnecessarily risky activities for the safety of guests and preservation of Forum resources; unnecessarily risky activities include any type of contact sport.

The signature below indicates that you have read and agree to comply with the Thurman J. White Forum Building Policies & Procedures.

First Last Name
Title

Date